

SELWOOD ACADEMY

Person Specification - HLTA

		Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> HLTA standard or equivalent accredited qualification NVQ level 3 TA qualification NVQ level 4 TA qualification Training in relevant strategies in literacy Grades A-C (9-5) English GCSE equivalent or higher Higher education qualification in a subject curriculum area 	✓ ✓ ✓ ✓	✓ ✓
Experience	<ul style="list-style-type: none"> Experience of working in a school setting Successful experience of working with children with social and emotional needs Experience of planning and delivering interventions Experience of assessing the progress of individuals, small groups and whole classes of children, including the analysis of assessment data Experience working with children with special educational needs 	✓ ✓ ✓ ✓	✓
Personal Commitment/ Professional Competence	<ul style="list-style-type: none"> Commitment to inclusion of pupils with social, emotional and behavioural needs Positive promotion of the school within the community Commitment to personal professional development Commitment to supporting and developing learning programmes for individuals and groups of children Knowledge of the National Curriculum in literacy at KS2 and KS3 Have knowledge of safeguarding guidelines and practices Attend school training sessions 	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Skills and Attributes	<ul style="list-style-type: none"> Reliability and integrity; a sense of humour and optimistic outlook General good health and record of attendance Self-motivation and ability to work on own initiative Good organisational and time management Good relationship skills with colleagues and pupils Ability to reward achievement and use positive behaviour management techniques Ability to build good relationships with other professionals and parents Ability to use ICT for personal needs and with children Ability to manage potential conflict situations 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
Communications	<ul style="list-style-type: none"> Ability to communicate effectively with pupils, staff and parents Ability to work as part of a team and to lead effectively Willingness to attend relevant meetings 	✓ ✓ ✓	